

Date: June 27, 2003

To: Records Management Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2003-14: Issuance of New and Revised General Records Schedules

NARA has announced the issuance of new or revised General Records Schedules (GRS) as shown below.

	GRS #	TITLE
Rev	GRS1, (Item 33)	Civilian Personnel Records, Examining and Certification Records
Rev	GRS9, (Item 7)	Travel & Transportation Records, Federal Employee Transportation Subsidy Records
New	GRS 24	Information Technology Operations & Management Records
New	GRS 25	Ethics Program Records

The GRS schedules may be downloaded at the NARA Web site at the following URL:
http://www.archives.gov/records_management/records_schedules.html .

The appropriate DOE HQ Program Offices are reviewing each new or revised Records Series Description and their Retentions so that we may reply to the question raised in the NARA transmittal below. If you wish to comment on these Schedules, please send your comments to Sharon Evelin (sharon.evelin@hq.doe.gov) or Jay Blewett (jay.blewett@hq.doe.gov).

Comments should be received by July 18, 2003 for consideration in the DOE response.

NWM 16.2003

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Announcing the issuance of General Records Schedule (GRS) Transmittal No. 9 and General Records Schedule Transmittal No. 10.

GRS Transmittal 9 changes GRS 1 (Civilian Personnel Records) and GRS 9 (Travel and Transportation Records), and issues a new schedule for Ethics Program Records (GRS 25). GRS Transmittal No. 10 issues a new schedule for Information Technology Operations and Management Records (GRS 24).

These are the changes that have been made to the General Records Schedules since December 1998 when we last issued the GRS. The GRS provides mandatory disposition instructions for temporary administrative records common to several Federal agencies.

Our regulations (36 CFR 1228.50(d)) require you to disseminate GRS changes within 6 months of receipt. If your agency already has a NARA-approved agency records disposition schedule for the same series or system of records, you may apply either the disposition instructions in

these GRS or the disposition instructions previously approved by NARA (see 36 CFR 1228.42(b)). The chosen authority must be applied on an agency-wide basis. You must notify NARA within 90 days of this transmittal if you intend to continue using the agency schedule. Otherwise, if you wish to apply a retention period that differs from that specified in the GRS, you must submit a Standard Form (SF) 115, Request for Records Disposition Authority, to us for approval (see 36 CFR 1228.42(e)).

We are posting a set of the revised General Records Schedules on our web site at http://www.archives.gov/records_management/records_schedules.html <http://www.archives.gov/records_management/records_schedules.html> .

Please contact Stephen Cooper on 301-837-1615 if you have any questions.

HOWARD LOWELL
Acting Director
Modern Records Programs